mid-atlantic archivist

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WELCOME TO CHARLESTON

The Fall 1987 MARAC meeting promises to be an exciting time for the members who come to Charleston. Five pre- and post-conference workshops have been scheduled, ranging from archivists to computers and software to film to records management. The Friday evening reception at The Cultural Center will follow a performance of West Virginia music and stories and a preview of the West Virginia Juried Exhibit.

When not in conference meetings or workshops, participants may wish to take advantage of scheduled tours or optional activities. Thursday afternoon offers a choice of tours: the Capitol Complex, including the Capitol, Cultural Center, and Governor's Mansion; Sunrise Art Museum and possibly the Craik-Patton House; Blenko Glass and the Huntington Museum of Art. Thursday evening will feature an excursion to Tri State Greyhound Park. No tours are scheduled after the conference but the Local Arrangements Committee will be glad to provide suggestions, including white water rafting, scenic excursion trains, and various points of interest in West Virginia.

The conference hotel is the Charleston Marriott. Reservations must be made with the hotel by October 1. The Marriot toll-free reservation number is (800)-228-9290. Single rooms will be $55 and double occupancy rooms $60, plus tax. USAir is offering 40% off coach fare for conference participants. When making reservations through the airline or your travel agent, refer to #ME841K to secure the discount. The Marriott does not offer an airport shuttle but cab service and rental cars are available.

The Local Arrangements Committee looks forward to seeing MARAC members in Charleston in October. It will be an exciting meeting!

"Archives: The Living Constitution" provides the inspiration for an array of program sessions, speakers, workshops and tours that draw on the talents of archivists, doctors, lawyers, professors, and professionals from a wide variety of fields from across the MARAC region and beyond. Focusing on aspects of archives that relate to larger societal values, the sessions mirror the diversity of fundamental archival activities, concerns and goals.

Sessions will challenge us to consider the archival role in documenting difficult subject areas, and in developing adequate programs and strategies to accomplish documentation goals in the private sector and at the local, state, and federal government levels. Other sessions examine the sometimes controversial issues which confront and engage us as we make materials available for research use. The archivist's interest in information policies and trends and in building clientele is examined together with the automated tools which enhance our ability to preserve and provide information from archives.

Drawing on the extensive archival and historical resources of the region, several sessions feature West Virginia and Kentucky celebrities from the arts, oral history, public radio, and film. In fact, our keynote speaker, Ken Hechler, Secretary of State of West Virginia and former member of the U.S. House of Representatives, himself represents all of these fields and more. The same may be said of our luncheon speaker, Leonard Rapport, who will be deemed an honorary West Virginian for the occasion.

As always, the success of a MARAC Conference depends to a great extent on the speakers and program conception, but it also depends on your participation. We look forward to presenting a thoroughly enjoyable and stimulating conference and are counting on your input to ensure success. Members of the Program Committee invite you to Charleston, West Virginia, to share in their excitement and savor the sweet fruits of their labors.

MARAC: A 15 YEAR HISTORY

On June 23, 1972, a meeting organized by Mary Boccaccio, Frank Evans, and Elsie Freivogel was held in the Katherine Anne Porter Room of McKeldin Library at the College Park campus of the University of Maryland. It attracted thirty-three archivists; the agenda was the possible formation of what eventually became MARAC—the Mid-Atlantic Regional Archives Conference. By the end of calendar year 1972 this fledgling organization had held its first semi-annual meeting in Wilmington, Delaware, attracting one hundred and fifty archivists and manuscript curators who paid a modest registration fee of $6.00. Also during 1972 MARAC published the first issue of the *mid-atlantic archivist (maa)* and enjoyed a healthy first-year budget of nearly two thousand dollars. Within three years the Conference had held six meetings in five different states throughout the mid-Atlantic region–from Newark, New Jersey to Charlottesville, Virginia.

What were the factors that led to the successful development of this regional organization? By all accounts it was at least partially the result of a perception held by many that the Society of American Archivists was not adequately addressing the needs of less-experienced professionals, staff from small repositories, and archival issues below the national level. Certainly the opportunity to discuss regional archival developments and to meet local colleagues proved attractive. MARAC's beginnings paralleled archival developments in other areas of the United States during the early 1970's: six regional organizations, including the New England Archivists, the Midwest Archives Conference, the Northwest Archivists, and the Society of Southwest Archivists were also formed in 1972.

MARAC demonstrated its desire to develop programs and services on its own, rejecting any official affiliation with the SAA and returning a $100.00 "seed money" stipend that had been contributed by the SAA to MARAC. It sought to attract members from the states of New York, New Jersey, Pennsylvania, Maryland, Virginia, Delaware, West Virginia and the District of Columbia.

The initial purposes of the group were to plan practical action-oriented conferences and workshops and to seek additional means of increasing professional competence, preserving local historical resources and promoting cooperation with colleagues in related fields.

Semi-annual meetings have continued to be a major focus of MARAC's activities from 1972 to the present. These meetings have offered a wide range of workshops and tours designed to appeal to a broad cross-section of the membership—from beginning archivists to experienced professionals and staff from both small and large repositories. To an increasing degree sessions at the meetings are designed to relate to an overall theme, such as "Our Changing Archival Perspectives," the theme of the recent meeting in Baltimore and "Archives: The Living Constitution," the theme of the upcoming October meeting in Charleston, West Virginia.

MARAC members have developed a vigorous publications program which has continued

We invite you to join us for the
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
First program and organization meeting
Friday and Saturday, October 13-14, 1972

Hotel DuPont
11th and Market Sts.
Wilmington, Delaware

PROGRAM: The program topics which you checked and returned in July and August have been tallied to date, and have become the basis for discussion areas. The program sessions will use two formats:

Workshops: Concurrent two-hour discussion sessions on topics in which a significant number of people showed interest will be held on Friday morning; some will be repeated on Saturday. No papers will be presented. Open discussion will be guided by experienced professionals.

Mini-sessions: Shorter, smaller sessions on diverse topics, of which we hope to have many, will be held on Friday and Saturday afternoons. Some may be repeated on demand.

HEADQUARTERS AND ACCOMMODATIONS: Registration and accommodations will be provided in the Hotel DuPont, Wilmington. Program sessions and lunches, unless otherwise noted on the provisional program which is enclosed, will be held at the First and Central Presbyterian Church, directly opposite the hotel.

Please return the enclosed reservation card to the Hotel DuPont by October 2nd.

TRAVEL AND PARKING: Wilmington is accessible by Metroliner and Amtrak, and by Greyhound Bus. If you are driving from the north, exit from Route 95 on Adams Street, and proceed to 11th St., then to Market. If you are coming from the south, exit from Route 95 on Jackson St.

Free hotel parking is available after 5:30 on Friday for overnight guests, and all day Saturday. Municipal parking lots are within a block of the hotel.

POINTS OF INTEREST: Located in or near Wilmington are the Hagley Museum, (open Tuesday-Sunday), the Eleutherian Mills Historical Library (Monday-Friday) and the Historical Society of Delaware (Monday-Friday). The Henry Francis DuPont Winterthur Museum, Winterthur, Delaware, is open Tuesday-Saturday.

PUBLICITY: If you have free brochures on your institution, publication lists, etc., bring enough to distribute. Space will be provided at the registration desk.

into the 1980's. Publishing of the *mid-atlantic archivist (maa)* has become a quarterly event with issues having grown from four pages in 1972 to the present twenty-page format. Several technical leaflets providing guidance on processing issues and administrative decisions have been issued in conjunction with the *maa*. Membership directories have been regularly compiled and several occasional papers have also been issued, including Paul Mucci's manual entitled *Paper and Leather Conservation* and *Guidelines for Archives and Manuscript Repositories*. Planning is well underway for an anthology of archival articles in honor of MARAC's fifteenth anniversary.

The governing structure of MARAC consists of an elected Steering Committee, which is composed of a chairperson, a vice-chair, a treasurer, eight state representatives, and four at-large representatives. Through the years a number of committees have been established to assist in the functioning of the organization; these include publications, education and outreach, program, and local arrangements.

Two other groups administer MARAC's awards program: the Arline Custer Memorial Award Committee annually selects the author of an article or monograph judged to be an outstanding addition to archival literature and the Finding Aids Award Committee also annually recognizes excellence in the compilation and production of various types of finding aids. On the local level, each of the seven states and the District of Columbia has its own caucus which serves as a forum for discussion of archival issues and needs relating to that geographical area, promoting the exchange of information, and sponsoring conferences, workshops, and other special programs. MARAC is moving towards more systematic planning of its activities as witnessed by recent revisions to the semi-annual meeting handbook, the drafting of a manual relating to committee activities and a handbook for Steering Committee officers.

Scene from an early MARAC meeting

On a number of occasions MARAC has taken a leadership role in expressing its concern on archival issues of nation interest. It has provided financial support to the National Coordination Committee for the Promotion of History and in 1986, after its leadership held an interview with John Agresto, it came out in opposition to his nomination as Archivist of the United States. However the Conference continues to meet the particular needs and interests of its membership in the mid-Atlantic region, and thanks to the hard work of members during the first fifteen years, it is well prepared to meet the archival challenges of the 1990's and beyond.

Lauren Brown
Anne Turkos

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MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

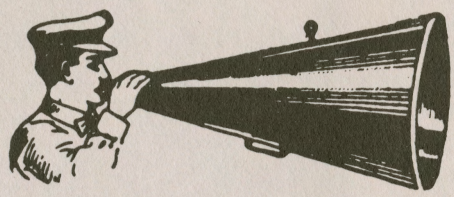
October 13-14, 1972

WILMINGTON, DELAWARE

Hotel DuPont

First & Central Presbyterian Church

NEWS NOTES



LEHIGH VALLEY MEETING - SPRING '88

Pennsylvania's Lehigh Valley will play host to MARAC for the upcoming Spring Meeting, now set for April 28-30, 1988.

Comprised of the three cities of Allentown, Bethlehem, and Easton, the Lehigh Valley has a colorful history. From its earliest beginnings as a Moravian settlement in colonial times to its modern-day status as a metropolitan area of half a million inhabitants, the valley has always been a crucible of industry. Although known for its iron and steel, the Lehigh Valley is also a center of learning, culture, and recreation, with nine colleges and universities, and numerous museums, fairs, festivals, and parks.

Headquarters hotel for the conference is the modern Allentown Hilton, located in downtown Allentown on Hamilton Mall, directly across from the landmark Pennsylvania Power and Light Building. The Local Arrangements Committee is busy devising a program of tours and special events to provide MARAC members with glimpses of our three cities and their three centuries of history. Canal boat rides, walking tours, repository visits, and fine restaurants are all on the agenda. Look for more details in the next newsletter.

In the meantime, please direct questions to Diane Windham Shaw, Special Collections, David Bishop Skillman Library, Lafayette College, Easton, PA 18042 or phone (215) 250-5151.

PUBLISHER CANCELS BINGHAM BOOK

Macmillan Publishing Co. is canceling publication of "The Binghams of Louisville," a biography of the Kentucky newspaper dynasty that contains startling theories about the mysterious death of heiress Mary Flagler Bingham that provided the family with its inherited fortune.

Macmillan made its decision after the family, alarmed by the book's conclusions, copyrighted materials it had earlier given to a public archives, then sent the publisher eight pounds of documents challenging the book's accuracy.

SALINGER RULING APPEALED

Random House has asked the Supreme Court to review a lower court ruling barring its publication of Ian Hamilton's biography of writer J. D. Salinger.

In an appeal filed Friday, lawyers for Random House and the author argued the decision "imperils the writing of all biography, most particularly the writing of literary biographies."

Salinger, author of *Catcher in the Rye*, *Franny and Zooey* and other books, has managed for the past year to block publication of the biography by claiming that Random House is infringing on his copyright by publishing letters he wrote.

The Random House action follows a 2nd U.S. Circuit Court of Appeals decision not to reconsider its ruling barring publication of the book.

Hamilton's publishers say the letters quoted in his book are public record and available in the libraries of Princeton, the University of Texas and Harvard Law School, and are held by Salinger's former publisher, Hamish Hamilton Ltd. of London. There are 70 letters written between 1940 and 1965 to his editors, publishers and close friends.

Salinger first obtained a restraining order in New York last November. The 2nd Circuit Court of Appeals upheld Salinger's claims that the biography contains extensive quotes from Salinger's private writings and letters protected under copyright laws.

The ruling said the book cannot be published until Salinger either gives permission for use of the letters or until his lifetime copyright protection expires.

In may, the appeals court refused Random House's appeal to reconsider its ruling.

ALBANY CHAPTER ARMA

Albany Chapter ARMA is sponsoring a seminar on "Optical Disks versus Micrographics as Records Management Tools" on December 9. The seminar instructor will be Dr. William Saffady. Preregistration is required. For further information, please contact Marcus Salm, Albany Chapter ARMA, Box 2341, Albany, NY 12220, (518)-474-3208.

NAGARA ANNUAL MEETING

The July 1988 annual meeting of the National Association of Government Archives and Records Administrators (NAGARA) will be held in Annapolis, Maryland. For information, please contact Stephen Cooper, Maryland State Archives, 350 Rowe Blvd., Annapolis, MD 21401 or phone (301) 974-3914.

FINDING AIDS AWARD

The Finding Aids Award Committee encourages each MARAC member to submit entries for consideration for the 1987 awards for excellence in the preparation of archival guides and finding aids. Any recent guide or finding aid may be submitted. The committee particularly encourages members to enter guides and finding aids that are successful in meeting the institution's needs, that are unusually effective in assisting researchers or that include useful innovations.

MARAC has taken a leading role among archival associations in promoting increased attention and improvements in finding aids. By participating in MARAC's 1987 finding aids awards process, each of us can play an active role in continuing this leadership and improving our profession.

Finding aids should be submitted before December 31,1987 to Terry A. McNealy, Bucks County Historical Society, Pine Street, Doylestown, PA 18901. Award winners will be announced at MARAC's Spring 1988 meeting. For further information concerning the criteria used in judging finding aids, please call Terry McNealy at (215) 345-0210.

NORTHEAST DOCUMENT CONSERVATION CENTER RECEIVES GETTY GRANT

The Northeast Document Conservation Center (NEDCC) announces that is has received a grant from the Getty Grant Program of the J. Paul Getty Trust to support three internships in paper conservation, each two years in length, to be phased in over a three-year period. The internships will be made available to paper conservators who have completed graduate training, but who require additional hands-on experience to be fully qualified for middle-level or advanced positions. The objectives of the program are to help develop bench skills in a supervised situation, as well as to develop flexibility, confidence, and judgment in determining appropriate treatment for a range of materials. In addition the interns will have opportunities for travel and research.

For information, contact the Northeast Document Conservation Center at 24 School Street, Andover, MA 01810; (617) 470-1010.

ST. JOHN'S UNIVERSITY

This fall St. John's University will offer a course on "Archives and Manuscripts: Basic Functions and Current Issues." It will be taught by Gregory S. Hunter of ITT Corporation and will be offered on Monday evenings. For information contact Director, Division of Library and Information Science, St. John's University, Grand Central and Utopia Parkways, Jamaica, NY 11439, (718) 990-6200.

NHPRC RECORDS GRANTS AND ENDORSEMENTS IN MARAC REGION

Grants

Schuylkill County, Pennsylvania: for development of an archival program for the county's permanently valuable records, which date to the early nineteenth century. Located in eastern Pennsylvania, the county is a center of the anthracite coal industry.

Center for Migration Studies, Staten Island, New York: to process the records of the Italian Welfare League, 1920-1980. The Italian Welfare League is one of the oldest and largest Italian immigrant aid societies in America and was the only Italian organization represented on Ellis Island.

Arlington County Public Library, Arlington, Virginia: to support arrangement and description of local history materials in the Arlington Community History Archives. Subjects documented include the history of Arlington's black community, school desegregation, the work of neighborhood civic associations, and the early history of National Airport.

Endorsements

New York City Department of Records and Information Services, Municipal Archives, New York City, New York: Preservation, arrangement, and description of the records of the New York Department of Parks, 1934-1960. The records document the creation of New York's parkway system, development of parks, beaches, and swimming pools in the city, and the career of Robert Moses, the first citywide Commissioner of Parks and a highly influential figure in New York City's history during the mid-twentieth century.

Young Men's Christian Association of Greater New York, New York City, New York: Arrangement and description of historical records of the YMCA of Greater New York dating from 1860 to 1969. The project would build upon a two-year effort previously funded by the NHPRC to establish an archival program for this institution, one of the nation's oldest and largest social service agencies.

(News Notes continued on next page)

DUES NOTICE: Membership dues must be paid by October 30th each year. If dues are not received by December 1st, your name and caucus will not be included in the membership directory.

NEWS NOTES *(Continued)*

ART HISTORIAN HELD IN POSSESSION OF VALUABLE HENRY JAMES LETTER

A writer/art historian was arrested August 18, 1987 and accused of illegally possessing a valuable letter by American author Henry James.

Charles Merill Mount was arrested by FBI agents at his Capitol Hill rooming house after the 1904 letter was identified as property of the Library of Congress. According to the FBI, a manuscript librarian said Mount had borrowed the handwritten letter, which is worth more than $5,000.

Mount was charged with interstate transportation of stolen property a week earlier in Boston while allegedly trying to sell rare, stolen letters signed by Abraham Lincoln. He was charged this time with receiving property stolen from the government.

The charge carries a maximum sentence of 10 years in prison and a fine up to $250,000. He was ordered held in lieu of $25,000 bail on the new charge.

Searches of three safe-deposit boxes that Mount had rented under aliases yielded hundreds of Civil War documents, including papers signed by Lincoln, Gen. Ulysses S. Grant and Secretary of War Edwin Stanton. Some of the material has been identified as belonging to the National Archives, the FBI said.

A loaded pistol, 926 tablets of a tranquilizer and $18,400 in cash were found Monday in a safe-deposit box that contained 191 Civil War documents, authorities said.

The James letter was among 140 documents found last week in one of the safe-deposit boxes.

David Wigdor, acting chief of the Library of Congress' manuscript collection, said Mount had borrowed the James letter and was supposed to return it before leaving the library, according to an affidavit filed in court by FBI agent Daniel Reilly.

Mount has written biographies of American painters John Singer Sargent and Gilbert Stuart and the French impressionist Claude Monet.

Documents he sold to Goodspeed's Bookstore in Boston last month for $20,000 included letters by artist James McNeil Whistler that were missing from the Library of Congress, the FBI said.

In a telephone interview, Wigdor said the James letter was written to a longtime friend, Joseph Pennell, who had written the first definitive biography of Whistler.

COLONIAL DAMES SCHOLARSHIP

The Society of American Archivists (SAA) announces the competition for the Colonial Dames Scholarship to The Institute: An Introduction to Modern Archives Administration to be held February 1-12, 1988 at the National Archives in Washington, DC. The Institute is designed to present theory, principles, and tech-niques of archives administration for modern docu-mentary material of both public and private origins.

To be eligible for the scholarship an applicant must be an employee of an archival institution or agency, employed less than two years as an archivist or archives trainee, actually working with archives or manuscripts regardless of title, and be employed in an institution or agency with a fair percentage of its holdings in the period predating 1825.

To apply, applicants should submit a resume accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications. Resumes should be submitted by November 1, 1988 to Linda J. Ebben, Chair of the Scholarship Committee, Legislative Archives Division, National Archives, Washington, DC 20408, (202) 523-3281.

RESEARCH LIBRARY GROUP

RLG is a nonprofit enterprise of major universities and research institutions in the United States. Its 87 members collaborate in operating a set of ongoing programs and developing new initiatives to enhance access to research information. RLG's programs and technical resources focus on collecting, organizing, preserving, and providing information necessary to education and scholarship.

RLG's automated information system, RLIN, combines data bases and computer systems to support the partnership's cooperative programs. The on-line Archival and Manuscripts Control (AMC) file now contains records of over 98,000 items or collections, representing the holdings of 46 archives and repositories that use RLIN.

RLIN is a nationwide network, serving the materials processing and public services requirements of RLG members and many non-member institutions. The system can be used by any library or individual through a public service broker, the Cooperative Library Agency for Systems and Services (1415 Koll Circle, Suite 101, San Jose, CA, 95112-4698).

BENTLEY HISTORICAL LIBRARY FELLOWSHIPS

The Bentley Historical Library announces the availability of fellowships for Summer 1988 through its Research Fellowship Program for Study of Modern Archives. With funds received from the Andrew W. Mellon Foundation and the National Endowment for the Humanities, the library offers fellowships for research on problems associated with the collection, appraisal, administration, preservation, and use of modern records and manuscript collections. Professional archivists, records managers, historians, and other scholars at any stage of their professional career are eligible for fellowships. For application forms and further information write to Francis X. Blouin, Jr. or William K. Wallach, Bentley Historical Library, University of Michigan, 1150 Beal Ave., Ann Arbor, MI 48109-2113 or call at (313) 764-3482. Applications for the Summer 1988 program must be postmarked by December 11, 1987.

STATE AND LOCAL NEWS

D.C.

The D.C. Office of Public Records has initiated quarterly introductory courses in the principles and practices of records management and archives for agency records officers and their staff. The Office will soon begin offering specialized courses in records appraisal and scheduling, micrographics, and other subjects. The D.C. Office of Public Records was created in 1985, but does not yet have its records center or archives buildings.

DELAWARE

Repository Directory

As a follow-up to a survey conducted as part of Delaware's historical records assessment project, 1984-1986, the State Historical Records Advisory Board has just published *A Directory of Historical Records Repositories in the First State*. Listed are fifty organizations and institutions which hold historical records available for public use. The directory is arranged alphabetically by institution or organization and includes such information as repository address, telephone number, hours, and availability of copy and microfilm reading equipment. Information on historical records holdings includes estimated quantity, inclusive dates, and a brief description of the collection's strength and types of records.For free copies of the directory, contact Roy H. Tryon, HRAB Coordinator, at the State Archives, Hall of Records, Dover, DE 19903.

NEW JERSEY

"Thus United Free—New Jersey in the Age of the Constitution," an exhibition celebrating the 200th anniversary of the U.S. Constitution, will be on display at The New Jersey Historical Society through January 17.

Drawn almost entirely from the Society's collections, the exhibition depicts the social and cultural environment at the time of the Constitutional Convention of 1787 through letters, publications, maps, portraits, costumes, furniture and decorative arts. A Gilbert Stuart portrait of Aaron Burr hangs with portraits of General John Frelinghuysen and his family. Engineering and technical drawings include work by the leading inventors of the time.

Visitors will also see a rare copy of what is probably the first New Jersey novel, *Berkeley Hall: or the Pupil of Experience* (1776), author unknown, and a manuscript book of verse containing sixty poems by Annis Boudinot Stockton (1736-1801), the wife of Richard Stockton, one of the signers of the Declaration of Independence.

For further information, please contact The New Jersey Historical Society, 230 Broadway, Newark, NJ 07104 or call (201) 483-3939.

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Marketing Survey for Image Processing

The Division of Archives and Records Management, in conjunction with an accounting and consulting firm, is undertaking a Statewide Image Processing Survey to gather information about the needs of New Jersey's twenty executive departments. Administrators are asked to rate five major image-processing technologies: traditional micrographics, unitized microforms, computer assisted retrieval systems, electronic image management systems (i.e., optical laser disk systems), and computer output to microfilm. It is hoped this data collection will increase knowledge about records management and image processing needs, will enable preparation of program initiatives to improve services, will assist in systems planning and development, and will facilitate procurement.

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Records Scheduling Completions

About 98% of New Jersey's state agencies, including the executive, legislative, and judicial branches, have been inventoried and scheduled as of June 1. As part of its continuing effort to keep retention schedules current, the Bureau of Records Management is now re-inventorying state agencies first scheduled in 1979-1981 when the program was begun.

(Continued on next page)

STATE AND LOCAL NEWS *(Continued)*

Records schedules for county and municipal agencies have been completed since 1982 and are being revised every two years. Owners of the *New Jersey Local Records Manual*, published in 1986, will receive schedule revisions in late 1987.

NEW YORK

Capital Area Archivists (CAA) Elect New Officers

Capital Area Archivists, an organization of archivists and manuscript curators in the Albany-Schenectady-Troy area, has elected officers for 1987-89. The officers are President Gloria Thompson (New York State Archives), Vice-President James Corsaro (New York State Library), Secretary-Treasurer Elisabeth Golding (New York State Archives). Executive Committee members are Ellen Fladger (Union College), Canon Rue Moore (Albany Medical College), Barbara Ruch (Albany County Hall of Records), and Don C. Skemer (SUNY Albany). Highlights of the CAA program during the past year have been workshops on the MARC format, protection of vital records, and basic conservation planning.

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Dutchess County Legislature Enacts Local Records Law

The Dutchess County Legislature has enacted a local new law formally establishing a records management program. Enactment of the law follows several years of planning for improved records management in Dutchess. A task force which studied the problem recommended creation of a comprehensive program. The new law establishes the program as a continuing function; describes the Records Management's Officer's duties to coordinate records management and archival preservation; establishes a Records Advisory Board to oversee the program; and details procedures for disposing of records. Raymond LaFever, formerly on the staff of the Albany County Hall of Records, has been hired as Dutchess County Records Management Officer. More information on the Dutchess records law and program is available from Mr. LaFever, 488 Main Street, Poughkeepsie, NY 12601.

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1987 Local Government Records Bill

The New York Local Government Records Bill is being considered by the 1987 Legislature. The bill would update, clarify, and consolidate New York's laws pertaining to local government records management. Drafted by the State Archives after extensive consultation with many local governments and their associations, the bill reflected a widespread demand among local officials for an up-to-date records law. The proposed measure has several key provisions. It authorizes State grant-in-aid funding to local governments for care and administration of vital operating records and archival records. It establishes a Local Government Records Advisory Council to advise the State Education Department on needed records policies and services. It defines the responsibility of local government for management of their records and clarifies the responsibility of the State Archives to provide advisory services in this area. The bill sim-plifies records disposition requirements and procedures,which will facilitate the timely disposition of obsolete local government records. It authorizes cooperative records management arrangements among local governments. Another provision would clarify the records-related duties of officially appointed local government Historians. The bill was first introduced in 1986. After another extensive round of consultations with local government associations, it was revised before being reintroduced. The bill has been endorsed by the State Historical Records Advisory Board, the Coalition for New York, New York Library Association, New York State Supervisors and County Legislators' Association, New York State Association of Personnel and Civil Service Officers, New York State Association of School Business Officials, and others.

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"WE ARE THE PEOPLE," an exhibition of illustrations, government records and personal appeals, tells the story of everyday life in New York during the early constitutional period. Between 1783 and 1800, the City played host to our national and state governments, quadrupled its population and became the commercial center of the new nation. New Yorkers were caught up in the excitement of developing a new form of government. They have left a written legacy of their activities and concerns which forms the basis for the exhibition.

The exhibition is free and open to the public, Monday through Friday, 9 am to 5 pm through Friday, February 26, 1988 in the lobby of the Surrogate's Court at 31 Chambers Street, Manhattan.

The exhibition is sponsored by the New York City Department of Records and Information Services.

South Bronx Collection

Lehman College Library of The City University of New York has recently processed and described the Jill Jonnes Papers which are the working files used by the journalist in writing *We're Still Here: The Rise, Fall and Resurrection of the South Bronx* (Atlantic Monthly, 1986).

Consisting of 10.5 cubic feet, these papers include reports, newspaper clippings, correspondence, transcripts, interview notes and photographs. This collection provides valuable source materials for investigation into the political, social and economic forces which shaped the South Bronx.

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Riverdale Neighborhood House Historical Collection

The Riverdale Neighborhood House Historical Collection has been arranged by the Lehman College Library of The City University of New York. Consisting of 40 cubic feet and spanning 1883-1978, this collection contains minutes, correspondence, photographs and publications which document the activities of this social service organization in the northwest Bronx, in New York City.

Among the programs documented are those concerning Bronx schools, libraries, health services, cultural life and zoning.

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Fordham Manor Reformed Church Collection

Lehman College of The City University of New York has recently processed the records of the Fordham Manor Reformed Church (est. 1696), the oldest Church in the Bronx (New York) with a permanent ministry. This collection of 18 cubic feet, spanning 1792-1967 consists of record books, consistory minutes, correspondence, legal documents, church publications and programs, speeches, committee reports, photographs, maps and blueprints. Microfilming of this collection was made possible by a New York State Education Department grant.

The collection demonstrates the importance of the Church to the life of the Bronx community over a period of nearly two centuries. For further information, please contact Larry Sullivan, Chief Librarian, Lehman College, Bedford Park Boulevard West, Bronx, NY 10468-1589 or phone (212) 960-8577.

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Stevens Papers to be Microfilmed

The Manuscripts and Special Collections unit of the New York State Library and the Vermont State Archives have received a National Endowment for the Humanities preservation grant to microfilm the Stevens Papers. The Papers encompass the years 1700-1860 and focus on the territorial disputes that gave birth to Vermont, as a Republic in 1777and as a state in 1791. The Papers, owned by the New York State Library, were collected by Henry Stevens, Jr. (1791-1867), an important collector of Vermontiana and founder of the Vermont Historical Society (1838), and were sold by Stevens' heirs to the New York State Library in 1875. Partially burned in the 1911 Capitol fire, their fragile condition has since restricted their use.

The Stevens Papers will be transferred to the Vermont State Archives. The grant will permit the Vermont State Archives, with the assistance of the Vermont Division of Public Records, to microfilm the collection for preservation and research use. Both states will receive copies of the microfilmed papers.

The project will be administered by the Vermont Secretary of State's Office and will be completed by September 1988. For further information, please contact Gladys Ann Wells at (518) 474-4660.

PENNSYLVANIA

Gettysburg College Library Awarded Grant

The Gettysburg College Library was recently awarded a grant by the Pennsylvania Historical and Museum Commission.

The grant will fund the college's participation in the Pennsylvania College and University Archival and Manuscript Repository Regrant Program. As part of the program, archivists will conduct a records inventory of the administrative offices, academic departments, and faculty governance committees; create records retention schedules based upon the records inventory; plan an orderly transfer of historically important records to the college archives; and begin arrangement of the most significant records.

For further information, please contact Marguerite Plank, Gettysburg College, Musselman Library, Gettysburg, PA 17325-1485.

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City Surveys – 1787
Surveys of properties insured during the Constitutional Convention of 1787 were the focus of an exhibit at The Philadelphia Contributionship, America's oldest property insurance company. Founded in 1752 by Benjamin Franklin and other notable Philadelphians, the company is located at 212 South Fourth Street, Philadelphia, PA 19106.

These original manuscript fire insurance surveys describe a number of structures such as homes, taverns, and institutions which were an important part of the cityscape in 1787. The surveys, drawn from the company's archives, were written by master builders or carpenters who also served as directors of The Contributionship. Many of the surveyed properties are illustrated by photographs of eighteenth and early nineteenth century prints and paintings found in various local repositories.

In addition to this special exhibit, the building (a National Historic Landmark) also contains much of the firm's original nineteenth century furnishings, as well as early business and fire fighting memorabilia. For further information, please contact Carol Wojtowicz at the Contributionship or phone (215) 627-1752.

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County Records Survey on Microfiche
Under a grant from the National Historical Publications and Records Commission (NHPRC), Pennsylvania State Archives staff inventoried the public records of sixty-six counties--excluding Philadelphia—throughout the state in 1984. Since then, some of the records may have been moved, destroyed or transferred.

Now the entire inventory is available on microfiche. Basically a listing of record series titles (e.g., naturalization dockets, deed books, canceled checks) arranged by county and office (e.g., controller, prothonotary), the fiche contain the date span of each record series, quantities (in terms of cubic feet), a location code designation and a computer-assigned vsam number for each record series. Each county officer has been provided with a key for the location codes.

Copies of the microfiche may be purchased from the Pennsylvania State Archives at a cost of $6.30 (which includes $.30 tax for Pennsylvania residents and $1.00 shipping). Please make check payable to the Commonwealth of Pennsylvania and mail to Division of Archives and Manuscripts, Box 1026, Harrisburg, PA 17108-1026.

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State Records Board Awards Grants to Colleges and Universities
Acting on the recommendations made at its review committee's March 30 meeting, the State Historical Records Advisory Board awarded grants to twelve colleges and universities under its Pennsylvania College and University Archival and Manuscript Repository Regrant Program. The regrant program is funded by a $187,500 grant from the National Historical Publications and Records Commission and by a $62,500 grant from the Pennsylvania Historical and Museum Commission. The purpose of the program is to encourage the establishment of effective archival and records management programs at Pennsylvania institutions of higher learning. Though the projects are limited to those records which can be strictly described as the institutional records of a particular college or university, it is hoped that the strengthening of their internal programs will also enable these institutions to play a more significant future role in preserving and making available other collections of historical manuscripts and archival records.

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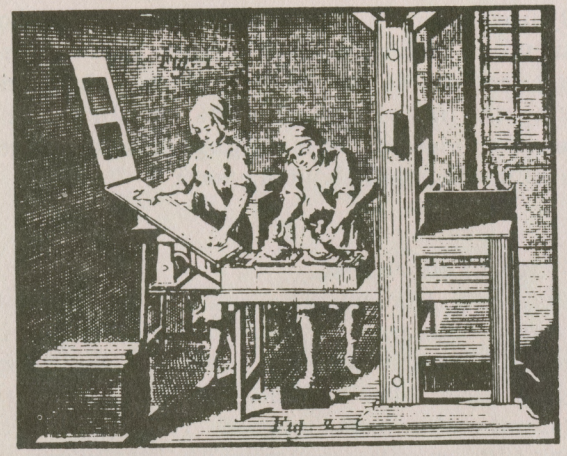
Archives Acquires TMI Commission Records
Lieutenant Governor William W. Scranton III, who chaired the Governor's Commission on Three Mile Island, turned over its files to the State Archives. While most of the nine cubic feet of records consist of reference materials such as documents produced by the President's Commission on the Accident at Three Mile Island, the files also include situation reports, drafts of letters, position papers and hearing testimony.

VIRGINIA

Guides Prepared for Publication
The Virginia State Library and Archives has prepared for publication preliminary guides to their extensive holdings of pre-1904 county and municipal records. The guides include a listing of the records held by the agency as of June 30, 1985, as well as information about the history and development of Virginia local government and the library's local records program. The guide to county records is available now, and the second volume will be available later this year.



PRESERVATION NEWS

Preservation Institute for Archivists

The Preservation Management Institute for Archivists, a pilot project jointly sponsored by the Society of American Archivists and the Northeast Document Conservation Center, was held at Simmons College, Boston, June 5-19. The program was subsidized in part by a grant from the National Endowment for the Humanities.

The overall goal of the Institute was to train experienced administrators to plan, organize, implement and support comprehensive preservation programs in archival and historical record repositories. The organizations represented at the Institute were the New Jersey Historical Society, Edison National Historic Site, Harvard University, Georgia Department of Archives and History, California State Archives, South Carolina Historical Society, Howard University, Draft Corporation Archives, Archives Branch of the Virginia State Library, Kentucky Department for Libraries and Archives, Amherst College, Illinois State Archives, National Archives of Canada, Minnesota Historical Society and the South Carolina Department of Archives and History.

The instructors of the Institute included Mary Lynn Ritzenthaler, Conservator at the National Archives and Records Administration; Jan Merrill-Oldham, Preservation Officer for the University of Connecticut Libraries; Judith Fortson-Jones, Conservation Officer of the Hoover Institution at Stanford University; Duane Webster, Director of the Office of Management Studies of the Association of Research Libraries; and Andrew Raymond, coordinator and project director. Guest lecturers included Paul Banks of Columbia University School of Library Service; Ann Russell, Veronica Cunningham and other staff of NEDCC; Christine Ward, Preservation Administrator at the New York State Archives; Jeffrey Field of the NEH Office of Preservation, among others. The curriculum of the Institute was very comprehensive. Some of the topics included philosophy of conservation; environmental control; preservation of information; storage, handling and use of library and archival materials; conservation treatment procedures; program planning and priorities. Activities included lectures, demonstrations, group discussions, site visits and tours, as well as consultations by and with instructors.

For the fifteen participants, the Preservation Management Institute offered a comprehensive, intensive education which will enable them to create and implement preservation plans based on the most current research. The skills, strategies and resources made available by the program can be a model in the field of library and archival management.

Sarah Collins
New Jersey Historical Society

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Environmental Control in Museums

The Conservation Analytical Laboratory, Smithsonian Institution, held a four day course in June targeted at collection managers and others concerned with the monitoring and control of climate around museum objects in storage, on display and in transit. It brought together 16 participants from diverse backgrounds ranging from lighting design, collection management, historical architecture, conservation science, various conservation specialties, materials engineering as well as curatorial and consulting specialties.

Tim Padfield, then Conservation Scientist at the CAL (now Head of the Analytical Laboratory, Conservation Department, National Museum of Denmark), served as the primary instructor and began with an introduction to the physics of light and of atmospheric physics. Methods of measuring climate (light intensity, temperature, relative humidity), numerous recording devices and telemetry concluded the formal lectures for the first day.

Nathan Stolow, an international consultant, presented a lecture on microclimate and exhibit case design which concluded with a discussion of various kinds of cases and drying agents. His book, *Conservation and Exhibitions*, was published in 1986 by Butterworths.

Padfield discussed climate specifications to suit exhibit space and the structure of a building. He recommends an upper limit of 70% relative humidity to assure the prevention of mold growth; the relative humidity range should be chosen to allow for the

most consistent maintenance year-round. Larry Stuebing, Chief of the Smithsonian's Engineering Branch, Plant Services, presented several lectures on heating, ventilation and air conditioning (HVAC) systems. He noted that the HVAC system used depends on a multitude of considerations such as building, space, flexibility and needs.

Ed Robinson, lighting engineer for the Exhibitions Department, National Museum of American History, presented a lecture on museum lighting and toured participants through the museum's exhibits while discussing the choice of lighting for each. Richard Livingston, Environmental Protection Agency, discussed air pollution: sources, measurement and control. David Erhardt, Research Organic Chemist at CAL, followed with a lecture about the control of pollutants generated within display cases, concluding with a discussion of pollutant absorbers.

Gary Carriveau, Head, Science Department, National Gallery of Art, discussed climate control during the transport of works of art. He noted that control within the cases is desirable, since control of external environment is not easily possible. Cold storage was discussed by Jim Wallace, Director of the Smithsonian's Office of Printing and Photographic Services. He described the SI cold storage facility from its construction to use and noted that cold storage requires a major commitment of resources.

Gary Alpert, Harvard University, lectured on environmental control to discourage pests and recommended that all institutions make a policy for an integrated pest management program. The Environmental Protection Agency has entomologists who are available to provide assistance.

The course was educational, informative, and intense. The Conservation Analytical Laboratory hopes to offer it again in the future. The course is recommended for personnel who are responsible for the environmental monitoring of buildings and they should have a basic understanding of the technical aspects of HVAC systems.

Evelyn Frangakis
Conservation Center for Art &
Historic Artifacts

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The Library of Congress in cooperation with the Council on Library Resources has produced a video, "Slow Fires," which addresses the problem faced by the nation, and the world, in the efforts to preserve our documentary heritage. It is available for rent or for purchase from the National Preservation Program Office, Library of Congress, in both an hour and a half-hour version. While the shorter version is tighter, the longer version analyzes the problem more fully from a variety of perspectives. It will be shown nationally on television in November. "Slow Fires" is being screened at several state library conferences during the fall and archivists should make an attempt to view it. It is an important step toward educating the public about our work.

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CURRENT READING

Picturescope, the quarterly bulletin of the Picture Division, Special Libraries Association, has announced that it has suspended publication with volume 32, number 4, Winter 1987, as its parent organization has been dissolved. No organization or group of volunteers has come to the fore to save this excellent journal. Suggestions about its future are welcome and can be addressed to Jonathan Heller, P.O. Box 50119, F Street Station, Tariff Commission Bldg., Washington, DC 20004. Heller, the ex-editor, has a large backstock of this issue, and others, available for purchase. The final issue contains a number of important articles of interest to archivists with photographic collections in their care: James M. Reilly, "The Image Permanence Institute: A New Resource for the Photographic Preservation Community;" Lincoln Ross, "Experiments on the Image Stability of Resin-Coated Black and White Photographic Papers;" Douglas G. Severson, "The Effects of Exhibition on Photographs," Grant B. Romer, "Can We Afford to Exhibit our Valued Photographs?" and Gary D. Saretzky, "Recent Photographic Conservation and Preservation Literature."

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Dunlap, Ellen S. & Kathleen Reed, "Borrowing of Special Collections Material for Exhibition, A Draft." *Rare Book & Manuscript Librarianship* 2:1 (Spring 1987), 27-37.

Includes draft guidelines for loans for exhibition, with a sample agreement form, prepared by the Rare Book and Manuscript Section of the American Library Association. The guidelines reflect a concern for the physical protection of materials that are to be exhibited. This document should be reviewed by every archivist who is called upon to lend materials from collections. Comments on the guidelines should be sent to Ellen Dunlap at the Rosenbach Library in Philadelphia or Kathleen Reed, Special Collections Department, University of Pennsylvania.

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Zeidberg, David S., "'We Have Met the Enemy...' Collection Security in Libraries," *Rare Book & Manuscript Librarianship*, 2:1 (Spring 1987), 19-26.

A discussion of the problem of theft in libraries and our inadequacy when dealing with it. The author

(Continued on next page)

suggests that special collections be surveyed and marked and that theft be prosecuted when it occurs.

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Story, Keith O., *Approaches to Pest Management in Museums*. Washington, DC: Conservation Analytical Laboratory, Smithsonian Institution, 1985. 165p.

This publication is the result of a literature search and analysis project to expand the existing data base and to aid in planning in museums. It describes the insects that can infest museums, libraries and archives and the damage that they can cause, and it reviews methods of pest control. This is a very useful publication that is free, upon request, from the Conservation Analytical Laboratory, Smithsonian Institution, Washington, DC 20746.

PRESERVATION CALENDAR

October 19-23: Marina del Ray, CA.
Conservation of Historic Photographs, a course to be conducted by Debbie Hess Norris at the Getty Conservation Institute. Preventive measures in the care of historic photographs will be emphasized. No registration fee, but the number of places available is limited. Contact: Training Program, Getty Conservation Institute,4503 Glencoe Avenue, Marina del Ray, CA 90292-6537.

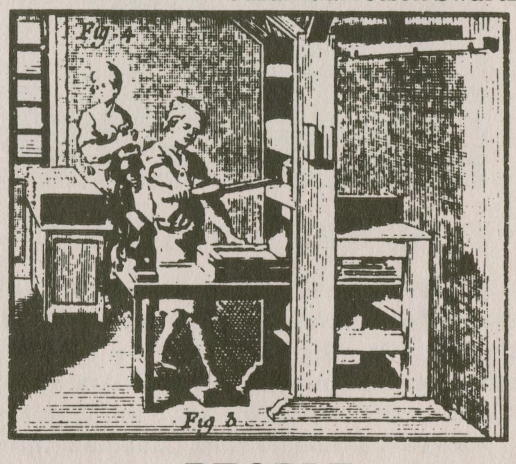
October 25-29: Boston, MA.
"The Care and Preservation of Two-Dimensional Collections," a workshop. Contact: Sheila Rile, NEH Regional Workshops, American Association for State & Local History, 172 Second Avenue, Suite 102, Nashville, TN 37201.

November 16-19: Washington, DC.
"Museum Security: Protecting Cultural Property," a 4-day workshop at the Smithsonian Institution. Topics covered include museum security, fire, safety, and health in exhibiting, storage, and transit. Open to employees of museums and related institutions. Contact: Office of Museum Programs, Arts & Industries Bldg., Room 2235, Smithsonian Institution, Washington, DC 20560.

September 4-19, 1988: China.
Study tour for librarians and archivists planned in coordination with the IFLA Conference in Sydney and the IIC conference in Kyoto. Itinerary includes visits to libraries and archives in Guangzhou, Wuhan, Hangzhou, Shanghai and Beijing. Limited to 20 participants. Contact: Susan Swartzburg or Marjorie Li, Alexander Library, Rutgers University, New Brunswick, NJ 08901.

September 19-23, 1988: Kyoto, Japan.
"Conservation of Far Eastern Art," 12th International Congress of the International Institute for the Conservation of Art and Historic Artifacts (IIC). People who are interested in attending the Congress should contact the IIC headquarters as soon as possible to facilitate group travel arrangements: 6 Buckingham Street, London WC2N

-- Susan Garretson Swartzburg



PEOPLE

Dickinson College announces the appointment of JAN BLODGETT as College Archivist and Special Collections Librarian.

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GREGORY S. HUNTER of ITT Corporation and wife, JoAnn, have a new daughter, Katherine Marie (Kate) born on June 9th. Mother, daughter, and archivist are all doing fine.

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PHILIP W. OGILVIE has been appointed Public Records Administrator and DOROTHY S. PROVINE has been appointed Archivist for the District of Columbia.

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The New York Association of County Clerks chose Albany County Clerk GUY PAQUIN as Clerk of the Year.

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KENNETH A. WHITE, most recently records analyst at the Utah State Archives, has joined the staff of the Local Government Records Program at the New York State Archives. He holds the position of Senior Public Records Analyst on automation and micrographics.

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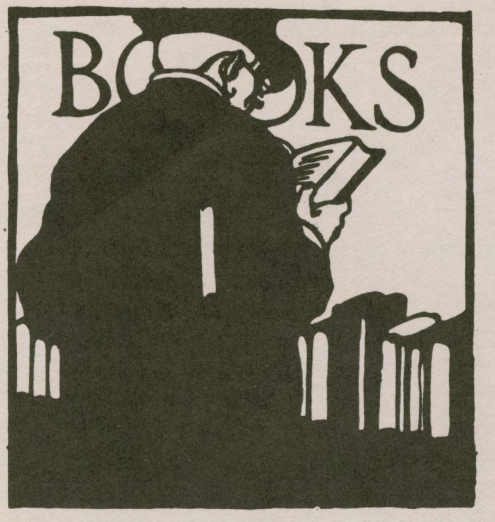
ELIZABETH YAKEL has joined the Archivists in Religious Institutions (ARI) Technical Assistance Project as Project Archivist. Prior to joining ARI, Ms. Yakel served as archivist for the Catholic Archdiocese of Detroit.



REFERENCE SHELF

The Canadian Council of Archives has issued a brochure *Institutional Guidelines for Small Archives*. It is addressed to those who wish to become archivists in a small institution and to the administrators responsible for such institutions. The brochure is available from Canadian Council of Archives Secretariat, c/o Public Archives of Canada, 395 Wellington Street, Ottawa, Ont., K1A ON3, Canada.

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"Describing Microforms and the MARC Formats", a discussion paper by Lisa B. Weber, appears in *Archival Informatics Newsletter*, v. 1, no. 2 (Summer 1987) pp. 9-13. This contains a thorough discussion on cataloging microforms and using the MARC formats. (5600 Northumberland Street, Pittsburgh, PA 15217).

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Technical Report on Collecting Software

Published by Archives and Museum Informatics, this report examines the history of software and its influences on our society and addresses the barriers to collecting software as a cultural record. It identifies essential policy distinctions which administrators will need to consider between software collections and other collections of archives and museums. It examines the ways in which software can best be described, made available to researchers, and exhibited. It also proposes a framework for a descriptive vocabulary. In addition, the report identifies the physical requirements and management issues associated with the retention and storage, retrieval, and use, of software in cultural repositories. $45 pre-paid or by subscription to *Archival Informatics Newsletter and Technical Reports*, 5600 Northumberland Street, Pittsburgh, PA 15217.

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James, Linda. *Standing the Test of Time: Quality Assurance for State and Local Government Records Microfilming*. St. Paul: Minnesota Historical Society, 1986. 70pp.

This study reports the results of a NHPRC-funded survey of micrographics standards used by state archival and records management agencies. Four types of standards were examined: 1) selection of records for microfilming, 2) purchase of equipment, 3) film quality, and 4) storage standards. The initial purpose was to identify superior programs that could serve as models. Instead, the author concludes that because of inadequate enforcement authority and compliance monitoring, even large programs are weakened. Recommendations are proposed for strengthening legislation, insuring dissemination of standards, and auditing filming activities. An extensive bibliography, list of current ANSI standards, and copies of each state's standards (on microfiche) are included, making this report valuable to anyone involved in administering a micrographics program.

Dorothy Dale Pollack, "Publications Notes", Editor
Society of North Carolina Archivists Newsletter

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Eulenberg, Julia Neibur. *Handbook for the Recovery of Water Damaged Business Records*. ARMA, 1986. $23.00.

This is a very practical guide for businesses about record maintenance, all formats, and pre-planning to avoid disaster. It covers vital records, quality control standards for creating records, disaster recovery plan, and team and disaster recovery plan/team audits as part of the pre-planning techniques.

Recovery guidelines are separate for fire and water damaged records. Safety and security precautions, financial considerations and legal considerations are discussed. Recovery procedures are divided into paper records, magnetic media, photographic records, and other specialized media. The reviewer was especially pleased to see information on the recovery of tapes, disk packs, floppy disks, memory cores and related devices as well as good guidelines for photographic materials. Appendices include a list of disaster recovery supplies, a discussion of the disaster recovery team, a list of people for professional advice and assistance and a chart of recovery priority by type of record media. Eulenburg's book is very well done.

Reviewed by Mary Boccaccio

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REFERENCE SHELF *(Continued)*

"Guidelines For Contracting Microfilming Services", by Sherry Byrne in *Microform Review* v.15, no.4 (Fall 1986) p. 253-264 includes a sample contract and 12 references, mostly standards.

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The Presidential Oral History Series
Twenty-First Century Books announces a new series beginning in 1988: an oral history of the American presidency from Truman to Johnson. Based on the holdings of the Presidential Libraries and edited by distinguished scholars. The Presidential Oral History Series will be a landmark in oral history studies.

1. *The LBJ Years: An Oral History, Civil Rights.* Edited by David Garrow (author of *Bearing the Cross, The FBI and Martin Luther King, Jr.*, and *Protest at Selma*). Garrow's biography of King recently won a Pulitzer. Publication date: Spring 1988.

2. *The LBJ Years: An Oral History, Vietnam.* Edited by Larry Berman (author of *The New American Presidency, Planning a Tragedy: The Americanization of the War in Vietnam*, and other books. Publication date: Spring 1988.

3. *The Kennedy Years: An Oral History.* Edited by Herbert Parmet (author of *JFK: the Presidency of John F. Kennedy, Jack: The Struggles of John F. Kennedy, Democrats: The Years After FDR*, and others). Publication date: 1989.

4. *The Eisenhower Years: An Oral History.* Edited by Richard Immerman (author of *The CIA in Guatemala: The Foreign Policy of Intervention* and, with Stephen E. Ambrose, *Milton S. Eisenhower: Education Statesman*). Publication date: 1989.

5. *The Truman Years: An Oral History.* Edited by Alonzo Hamby (author of *Beyond the New Deal: Harry S. Truman & American Liberalism, Liberalism & Its Challengers: F.D.R. to Reagan*, and others).

Also available in 1988: *Challange: An Oral History of the Mississippi Freedom Democratic Party*, edited by Anne Romaine; *A Documentary History of American Labor, 1888-1988*, edited by Melvyn Dubofsky, State University of New York, Binghamton;

Voices from Ellis Island: An Oral History of American Immigration. Edited by the staff of the Ellis Island Oral History Project.

For further information, please contact Jeffrey Shulman, Twenty-First Century Books, 44 North Market Street, Frederick, MD 21701 or phone (301) 694-0100.

EMPLOYMENT OPPORTUNITIES

DIRECTOR OF ARCHIVES AND RECORDS SERVICES
The Chester County (PA) Archives and Records Services (CCARS) is a county archives/records management program sponsored jointly by the Chester County Historical Society and the County of Chester. The Archives holds 2,000 cubic feet of historic governmental records from the 17th century to the present; CCARS also includes a records center, records management program, and micrographics program. The Director of CCARS is an employee of the Chester County Historical Society and reports to its Executive Director; the Director also coordinates department activities with the Director of Administrative Services of the County.

Responsibilities: **Administer all aspects of CCARS, including eight staff; prepare and manage department's Society and County budgets; planning and supervision of department's public programs; grant-writing and fund-raising for departmental projects; serves as a county department head; liaison with state archival agency.**

Qualifications: **M.A. in history, library science, public administration and/or related fields, or equivalent experience; prior administrative experience in archives or records management; excellent communication skills; demonstrated ability to plan, implement, and administer public programs; background in early American history highly desirable.**

Salary: **competitive and commensurate with experience; good health, vacation, and retirement benefits.**

Send letter of application, resume, names of three professional references to: Roland H. Woodward, Executive Director, Chester County Historical Society, 225 N. High St., West Chester, PA 19380. EOE.

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ARCHIVIST/HISTORIAN
Catholic Relief Services and Lutheran World Relief seek an archivist/historian to survey and collect records of the two agencies' contribution to the Joint Relief Partnership (JRP) for Ethiopia famine relief. The records will cover the period between October 1984 and March 1986, including the activities of the JRP and of its predecessor consortium, the Churches' Drought Action for Africa/Ethiopia (CDAA/E). The archivist/historian will also prepare a written history documenting the agencies'

(Continued on next page)

EMPLOYMENT OPPORTUNITIES

ARCHIVIST/HISTORIAN (Continued)
role in the partnership's formation, operation, relief and development activities in Ethiopia from 1984-1986, based on these archival records. The position has been funded for one year.

Responsibilities:

- surveying and collecting agency records held at U.S. and European headquarters and at the Ethiopian field offices
- surveying and collecting printed and audio-visual materials
- preparing tapes and transcripts of oral history interviews with the principal actors
- prepare a written history of the JRP, documenting its formation and operations, and placing its activities in the context of international relief and cooperative ecumenical efforts.

Qualifications:

Required: Master's Degree in the Social Sciences/Humanities and a minimum of two years formal archival training. Minimum of three years experience administering the archives of a religious institution and/or subject knowledge in church history. Excellent writing and communications skills.

Preference will be given to candidates with expatriate experience.

Salary: Commensurate with qualifications and experience. Full benefit package included.

Send resume and writing sample to Claire McCurdy, Archivist/Records Manager, Catholic Relief Services, 1011 1st Avenue, New York, New York 10022.

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ASSISTANT CURATOR (search reopened)
Sophia Smith Collection, Smith College, Northampton, Massachusetts 01063. The Assistant Curator will participate in the maintenance and use of the Sophia Smith Collection (a national women's history archive) and the Smith College Archives.

Responsibilities include: arranging and describing records and papers; providing reference desk service and answering reference letters; selecting materials for undergraduate course work and exhibits; supervising student interns and assistants.

Minimum qualifications: M.A. in U.S. History or closely related field; 2 graduate courses in archives administration.

Desired qualifications: M.L.S., post-M.A. U.S. Historical Studies, or additional courses in archives administration; 1 year's experience in arrangement and description.

Please send letter of application, resume and names and addresses of 3 references by **October 9** to: Director of Personnel Services, Smith College, 30 Belmont Ave., Northampton, MA 01063. *Smith College is an equal opportunity employer.*

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ASSISTANT ARCHIVIST
Information Services, Ford Foundation.

Summary Description:

Under the direction of the Archivist, the duties of the Assistant Archivist will include: provide reference services to both internal and external researchers; arrange and describe those inactive Foundation records which have lasting historical, legal, or administrative value; supervise the Archives Assistants; direct the Archives' microfilming project.

Required Qualifications:
Graduate degree in History, American Studies, Library Science, or related field, with a concentration in archives administration. Experience in archival reference and processing. Supervisory experience. Excellent communications and research skills.

Preferred Qualifications:
Two to three years experience in an archives. Background in MARC-AMC, microcomputers or computerized database management systems. Experience in indexing and thesaurus construction.

Benefits Include:

- Three weeks vacation first year
- 100% tuition refund
- fully vested pension plan
- and for those who qualify, a unique child care policy

Recruiting Range:
$22,800 - 27,300

Contact:
Nora Jimenez
Assistant Manager, Employment

The Ford Foundation hires staff without regard to race, color, religion, national origin, age, gender, sexual orientation, marital status or disability. Minority candidates are encouraged to apply.

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ASSISTANT ARCHIVIST
Philadelphia Jewish Archives Center at the Balch Institute.

Archives training or experience required; BA in American history, Jewish Studies, or related fields. Salary, $15,000–16,000 per year. Please send resume to:
Lily G. Schwartz
Philadelphia Jewish Archives Center
at the Balch Institute
18 South Seventh Street
Philadelphia, PA 19106
(215) 925-8090, ext. 23

EMPLOYMENT OPPORTUNITIES

DIRECTOR, NATIONAL ARCHIVES-NEW YORK BRANCH

The National Archives-New York Branch is one of 11 National Archives Field Branches. It stores, processes, preserves, exhibits, and provides reference service on permanently valuable records created by offices of Federal agencies located in New York, New Jersey, Puerto Rico, and the Virgin Islands. The Branch operates under the Field Archives Division (located in the National Archives Building in Washington, DC) within the Office of the National Archives.

Responsibilities: Plans and directs all Branch operations (reference, records processing, administration, and public outreach). Administers an annual budget of about $200,000. Supervises a staff of about 9 professionals and non-professionals.

Salary: Approx. $38,800 per year (GM-13 level)

Location: Bldg. 22, Military Ocean Terminal, Bayonne, NJ. There are plans to relocate the Branch to an as-yet-undetermined site in Manhattan, North New Jersey, or Long Island, within the next 2 years.

Qualifications: A full 4-year course in an accredited college or university which has included or been supplemented by 18 semester hours in US history, political science, or government (or a combination of these) and 12 semester hours in any one or any combination of the following: history, American civilization, economics, political science, public administration, or government.

In addition, all applicants must have 3 years of specialized professional experience in archival science or a directly related field of work such as history that involved the collection, appraisal, analysis, or synthesis of information having historical or archival values. At least one year of such experience must have been at a level of difficulty and responsibility comparable to the GS-12 level.

Candidates' work experience must also demonstrate that they possess or have the potential to develop the qualities of a successful supervisor.

For further information: Contact Rosanne Butler or John Scroggins, Field Archives Division, Room 3W1, National Archives, Washington, DC (202) 523-3032.

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ASSOCIATE DIRECTOR, JOINT COLLECTION-UNIVERSITY OF MISSOURI WESTERN HISTORICAL MANUSCRIPT COLLECTION-STATE SOCIETY OF MISSOURI MANUSCRIPTS (Kansas City Campus).

Basic responsibilities: to acquire manuscripts desired by the Kansas City campus and the State Historical Society; to direct the manuscript library on the Kansas City campus; to direct operational, financial and personnel activities of the Joint Collection on the Kansas City campus; and to direct the acquisition, processing and maintenance of the archives of the Kansas city campus. Must have capacity to work effectively with faculty, scholars, students, staff and general public. Experience in writing and implementation of grants is desirable. Supervision received from the director of the Joint Collection.

Qualifications: M.A. degree in history, political science, library science or related field, or an equivalent combination of education and experience. A Ph.D. in history is desirable. Must have at least three years manuscript/archival experience.

Salary Range: $23,400-$26,700. University of Missouri benefits package includes health, dental, life and disability insurance; tax deferred annuity program available.

Application deadline, December 1, 1987. Send application, letter, resume and names and addresses of at least three references to: Dr. James W. Goodrich, Director, Western Historical Manuscript Collection, 2 Elmer Ellis Library, University of Missouri, Columbia, Missouri 65201. An equal opportunity, affirmative action employer.

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PROJECT ARCHIVIST

Schuylkill County Court; Pottsville, Pennsylvania; full time, 12 month appointment to begin January 4, 1988.

Responsibilities: To develop and apply records collection policy and procedures. Accession, appraise, preserve and describe Schuylkill County's Archival Records. Prepare series descriptions and agency histories.

Qualifications: Bachelors Degree in history or closely related field. Experience with public records and familiarity with MARC/AMC Format preferred. Salary commensurate with experience. Standard benefits.

Send letter of application and resume to: Lois A. Wallauer, Deputy Court Administrator-Civil, Schuylkill County Courthouse, Pottsville, PA 17901.

MARAC STEERING COMMITTEE

WASHINGTON, D.C.
22 JULY 1987

Attending: Karen Paul, Denis Sennett S.A., Martha Slotten, Tom Wilsted, Don Harrison, Kathleen Roe, Karl Niederer, Diana Lachatanere, Lauren Brown, David W. Carmichael, Maxine Lurie.

Chairperson's Report: Karen Paul announced the following appointments:

Fred Stielow to replace Tom Connors, as the D.C. Representative on the Steering Committee.

David Carmichael to replace Joan Gosnell, as the N.Y. Representative on the Steering Committee.

Custer Award: Fynnette L. Eaton, Linda Stanley

Finance Committee: James Byers, Mary Wolfskill

Secretary's Report: Denis Sennett reported that the total membership is 963. Denis showed the Steering Committee the revised renewal form, which was accepted. Names of the officers and state representatives will be put on the card sent to new members.

Membership Directory: Discussion was held regarding the publishing and updating of the membership directory. A notice will be placed in the newsletter stating that if dues are not paid by January 1, 1988, the names will not be included in the directory.

Future Meetings: Martha Slotten spoke of potential sites and dates for future meetings, but nothing was finalized.

It was recommended after the Baltimore Meeting, that in the future, committee meetings should be scheduled into the convention program.

Karen Paul gave the report on the Charleston, W.V. meeting to be held October 15-17, 1987.

Committee Manual: Karen Paul will be in contact with Bob Morris regarding the finalization of the Committee manual, so that it will be ready for the fall meeting.

Program and Local Arrangements Manual: Martha Slotten and Jodi Koste will see that it is finalized by the fall meeting.

Publications Committee Report: Don Harrison reported that:

1. The Guidelines have been reprinted.
2. Brochure has not been finalized.
3. Membership Directory will be published
4. 15th Anniversary Issue will be published
5. Technical Leaflets are being sought

Constitution and By-Laws: Motion by Karen Paul and seconded and passed that "the archivist will update our constitution and by-laws from the documentation in the minutes." Karen Paul will assist in this project. It is then to be printed and given to the membership.

Parliamentarian: Rebecca Ebert was elected Parliamentarian.

Technology in maa: Karen Paul suggested that we have a section of the *mid-atlantic archivist* devoted to the new technology in use or available in the profession.

NEXT MEETING: Charleston, West Virginia.

Respectfully submitted,

Denis Sennett, S.A.
Secretary

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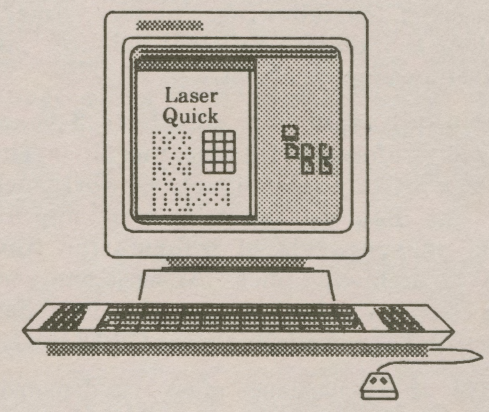

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MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1986/87 FISCAL YEAR
FOURTH QUARTER - MARCH 1, TO MAY 31,1987

Item	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Budget %
Income							
Membership Dues	8,950.00	235.00	5,263.00	2,356.00	535.00	8,395.00	93.80
Publication Sales	250.00	61.50	2.00	114.50	0.00	178.00	71.20
T-Shirt Sales	25.00	30.00	0.00	0.00	40.00	70.00	280.00
MAA Advertising	500.00	75.00	0.00	0.00	0.00	75.00	15.00
Bank Interest & Credits	800.00	111.58	155.54	176.07	101.11	544.30	68.04
Pa. Abolition Society	500.00	0.00	0.00	0.00	0.00	0.00	0.00
Conference	1,750.00	0.00	3,992.49	3,485.19	0.00	7,477.68	427.30
	12,775.00	513.08	9,419.03	6,131.76	676.11	16,739.98	131.04
Expenses							
Secretary	200.00	0.00	165.97	60.00	137.00	362.97	181.49
Steering Committee	1,250.00	770.00	0.00	540.75	93.00	1,403.75	112.30
Nominating Committee	650.00	0.00	0.00	104.00	664.42	768.42	118.22
Publications Committee	200.00	0.00	0.00	89.00	267.39	356.39	178.20
State Caucuses	850.00	26.00	57.30	146.65	93.13	323.08	38.01
Newsletter	6,250.00	1,555.35	1,448.00	1,515.81	1,801.26	6,320.42	101.13
Technical Leaflets	400.00	0.00	0.00	0.00	0.00	0.00	0.00
Technical Leaflets Reprint	600.00	0.00	0.00	0.00	0.00	0.00	0.00
Anniversary Volume	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Custer Award	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Finding Aid Award	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Pa. Abolition Society Awd	500.00	0.00	0.00	0.00	0.00	0.00	0.00
Nat'l Coordinating Comm	200.00	0.00	0.00	0.00	200.00	200.00	100.00
Membership Renewal	550.00	160.00	334.44	0.00	0.00	494.44	89.90
Mailing List Maintenance	150.00	34.76	0.00	88.17	29.28	152.21	101.47
Post Office Permit	50.00	0.00	0.00	50.00	0.00	50.00	100.00
Bank Charges	75.00	4.00	10.00	4.00	0.00	18.00	24.00
Membership Directory	0.00	225.85	0.00	0.00	0.00	225.85	
Agresto Committee	0.00	164.56	0.00	0.00	0.00	164.56	
Conference Advances	0.00	500.00	0.00	546.00	0.00	1,046.00	
Finance Committee	0.00	106.00	0.00	0.00	98.50	204.50	
Membership Devel. Comm.	0.00	0.00	177.50	106.50	0.00	284.00	
Publications Mailings	0.00	0.00	70.34	0.00	0.00	70.34	
Task Force on Comm.	0.00	60.00	0.00	0.00	0.00	60.00	
	12,225.00	3,606.52	2,263.55	3,250.88	3,383.98	12,504.93	102.29

Summary		Fund	Opening	Credits	Debits	Closing
Opening Balance	20,034.01					
Income	676.11	Current	8,942.92	676.11	3,383.98	6,235.05
Expenses	3,383.98	Endowed	3,000.00	0.00	0.00	3,000.00
		Reserve	8,091.09	0.00	0.00	8,091.09
Closing Balance	17,326.14	Surplus	0.00	0.00	0.00	0.00
			20,034.01	676.11	3,383.98	17,326.14
Checking	207.19					
Money Market	7,118.95					
Certif. of Deposit	10,000.00					
	17,326.14					

Brother Denis Sennett
MARAC Secretary
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